

U.S. Department of Commerce
Provided By The Client (PBC) Control Sheet –
NOAA/BIS Segment Team

	Documents to be provided	Date Requested	Date Received	Contact Person	Bureau(s)
<i>Real and Personal Property (including CWIP)</i>					
1.	<p>Detail listing (both hard and electronic form) from Sunflower by category, which supports the property, plant, and equipment balance at June 15, 2003. (Note: Sunflower system generates data as of June 15, Sept 15 and Sept 30). It should include beginning balances (which agree to prior year audited ending balances), current additions, current retirements, and ending balances. Also access to all documents (e.g., invoices, etc.) supporting the cost of property, plant, and equipment as of June 15, 2003; and accumulated depreciation schedules for all depreciable assets on hand as of June 15, 2003 that show beginning balances (which agree to prior year audited ending balances), current depreciation expenses, and ending balances.</p> <p>Electronic and hard copy detail listing of heritage asset information at 6/15/03.</p> <p>Note – there should be no prior period adjustments impacting beginning balances.</p>	7/7/03	7/18/03	Carolyn DeMatteo	NOAA
2.	<p>For personal property acquisition costs, a summary roll forward of all personal property by category (e.g. Satellites, NEXRAD, AWIPS, ASOS, CRS, Satellites-Ground Systems, Ships/Launches, Aircraft, Capital Leases, Other Non-Weather Property) from June 15 to September 30, 2003, from the Sunflower system. It should reflect the following columns: beginning balances, additions, deletions/retirements, and ending balances.</p> <p>Electronic and hard copy detail listing of capitalized property at 9/30/03 (if changed from 6/15 listing).</p> <p>Electronic and hard copy detail listing of heritage asset information at 9/30/03.</p>	10/6/03	10/9/03	Brian Mason	NOAA

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3.	For personal property accumulated depreciation, a summary roll forward of all personal property by category (e.g. Satellites, NEXRAD, AWIPS, ASOS, CRS, Satellites-Ground Systems, Ships/Launches, Aircraft, Capital Leases, Other Non-Weather Property) from June 15 to September 30, 2003 from the Sunflower system. It should reflect the following columns: beginning balances, additions, deletions/retirements, and ending balances.	10/6/03	10/9/03	Brian Mason	NOAA
4.					NOAA
5.	Copies of the June and September 2003 reconciliations between Sunflower and RSMIS and CAMS.	7/7/03 10/6/03	7/28/03 10/9/03	Carolyn DeMatteo/ Gina Ziegenbien	NOAA
6.	June 30, 2003 listing of all personal property custodians and real property line officers. For each sample selected (TBD), copy of the physical inventory certification (personal property) or the real property inventory validation (real property).	7/7/03	7/2/03 personal 7/17/03 Real	Carolyn DeMatteo/ Gina Ziegenbien	NOAA
7.	Detail listing of deferred maintenance for personal and real property as of June 30 and September 30, 2003.	7/7/03 10/6/03	None for personal 10/9/03-Real	Carolyn DeMatteo/ Carol Ciufolo	NOAA
8.	Detail listing of unreconciled / suspense property as of September 30, 2003, and access to supporting documentation for any changes from prior year.	10/6/03	10/08/03	Carolyn DeMatteo	NOAA
9.	Detail listing of NOAA properties held by contractors as of June 15, 2003, and access to supporting documentation for any changes from prior year.	7/7/03	7/16/03	Carolyn DeMatteo	NOAA
10.	Roll forward of NOAA properties held by contractors from June 15 to September 30, 2003.	10/6/03	10/8/03	Carolyn DeMatteo	NOAA
11.	Detail listing of personal property prior period adjustments as of June 15, 2003, and supporting documentation for all adjustments, if any.	7/7/03	7/16/03	Carolyn DeMatteo	NOAA
12.	Copies of or access to June 30, 2003 RSMIS reports from each of the ASCs: Master File Listing (IG5.FEX), Depreciation Data Comparison Report (CDP02.FEX), and Depreciation Expense Listing (Real Property Accountability Report - Annual).	7/7/03 (provided to the ASC teams)	Access	ASC contacts	NOAA
13.	Detail listing (both electronic and hard copy) from Real Estate and Space Management Information System (RSMIS) by category, which supports the property, plant, and equipment balance at June 30, 2003. It should include beginning balances (which agree to prior year audited ending balances), current additions, current retirements, and ending balances.	7/7/03	7/16/03	Gina Ziegenbien	NOAA

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	<p>Also access to all documents (e.g., invoices, capital leases, etc.) supporting the cost of property, plant, and equipment as of June 30, 2003; and access to detail accumulated depreciation schedules for all depreciable assets on hand as of June 30, 2003 that show beginning balances (which agree to prior year audited ending balances), current depreciation expenses, and ending balances.</p> <p>Electronic and hard copy detail listing of heritage asset information at 6/30/03.</p> <p>Note – there should be no prior period adjustments impacting beginning balances.</p>				
14.	<p>For real property acquisition costs, a summary roll forward of all real property by category (e.g. Structures, Facilities, Leasehold Improvements, Capital Leases, and Land) from June 30 to September 30, 2003, from RSMIS. It should reflect the following columns: beginning balances, additions, deletions/retirements, and ending balances.</p> <p>Electronic and hard copy detail listing of capitalized property at 9/30/03 (if changed from 6/30 listing).</p> <p>Electronic and hard copy detail listing of heritage asset information at 9/30/03.</p>	10/6/03	10/8/03	Gina Ziegenbein	NOAA
15.	For real property accumulated depreciation, a summary roll forward of all real property by category (e.g. Structures, Facilities, Leasehold Improvements, Capital Leases, and Land) from June 30 to September 30, 2003, from RSMIS. It should reflect the following columns: beginning balances, additions (dep. expense), deletions/retirements, and ending balances.	10/6/03	10/7/03	Gina Ziegenbein	NOAA
16.	To accompany the real property summary roll forwards, a detail listing from the RSMIS of the units that support the amounts reflected in the costs and depreciation roll forwards.	10/6/03	10/7/03	Gina Ziegenbein	NOAA
17.	Detail listing (acquisition cost, accumulated depreciation, and net book value) of unsupported items for personal and real properties as of June 30 and September 30, 2003. Including a roll-forward from the FY 2002 audited reported balance to June 30 and September 30, 2003.	7/7/03 10/6/03	7/16/03 10/7/03	Carolyn DeMatteo	NOAA

	Documents to be provided	Date Requested	Date Received	Contact Person	Bureau(s)
18.	Listing of FY 2003 purchases of land for labs, experiment stations or substations in the state of Hawaii.	10/6/03	10/9/03	Gina Ziegenbien	NOAA
19.	Detail listing of real property prior period adjustments as of June 30, 2003, and supporting documentation for all adjustments, if any.	7/7/03	7/16/03	Gina Ziegenbien	NOAA
20.	For CWIP, NOAA CWIP Project List (which lists the task manager responsible for each task/project) as of June 30, and September 30, 2003.	7/7/03 10/6/03	7/7/03 10/08/03	Daniel Bess	NOAA
21.	For CWIP, CAMS CWIP Status Report and an electronic CWIP Report by Project Code as of June 30, and September 30, 2003 (NBR: CA500D Report).	7/7/03 10/7/03	7/7/03 10/7/03	Ted Wolfgang	NOAA
22.	Access to task manager reconciliation reports for all CWIP projects selected for detail testwork (TBD).	Interim 7/14/03 Final 10/6/03	7/17/03 10/6/03	Nick Bayer	NOAA
23.	Additional documentation for satellites: <ul style="list-style-type: none"> ■ FY 04 Presidential budget submissions for the GOES and POLAR satellite program. ■ Estimated Cost of Satellite worksheet as of 6/30/03 ■ 6/30/2003 CWIP reconciliation for GOES, POLAR, Metop and NPOES ■ The "System Development Obligations" (FMC 605) ■ Summary of Systems Adjustments from Systems Development of GOES and POLAR ■ SOCC Costs spreadsheets for satellites capitalized as of 6/30/03 ■ Detail listing of satellite costs including labor, overhead and other as of 6/30/03 ■ A detail of Obligations for all capitalized costs as of 6/30/03 ■ Any purchase orders for the current year as of 6/30/03 ■ Crosswalk of undelivered orders amount at 6/30/03. ■ "Report on Construction Work-in-Progress and Capitalization of Satellites" for FY 03. ■ Any current NASA operating plan that details 	7/7/03	7/18/03	Maggie Eckard	NOAA

	Documents to be provided	Date Requested	Date Received	Contact Person	Bureau(s)
	<p>the amount of the POES total original listing of Satellite in Sunflower as of 6/30/03.</p> <ul style="list-style-type: none"> ■ For Satellites capitalized in FY 03, report of property constructed and handover letter from NASA. ■ NASA POP Cost Plan by Fiscal Year for NOAA Metop 				
24.	Balance of CWIP at June 30, and a roll forward from June 30 to September 30, 2003.	7/14/03 10/9/03	7/7/03 10/14/03	Nick Bayer	NOAA
25.	For AWIPS, PRC Contract – Development & Deployment Phase Funding for AWIPS (if there are new items since 9/30/02.)	10/6/03	9/30/03	Lee Stang	NOAA
26.	<p>Additional documentation for satellites:</p> <ul style="list-style-type: none"> ■ 9/30/03 CWIP reconciliation for GOES, POLAR, Metop and NPOES. ■ Estimated Cost of Satellite worksheet of 9/30/03 ■ The “System Development Obligations” (FMC 605) if different from item provided at interim. ■ SOCC Costs spreadsheets if different or in addition to item provided at interim. ■ Detail listing of satellite costs including labor, overhead and other from 6/30/03 to 9/30/03 ■ A detail list of Obligations for all capitalized costs from 6/30/03 to 9/30/03 ■ Any purchase orders from 6/30/03 to 9/30/03 ■ Memo from contractor (NASA) documenting the percentage of completion for each satellite program as of 9/30/03 ■ Crosswalk of undelivered orders amount at 9/30/03. ■ Any current NASA operating plan that details the amount of the POES total original listing of Satellite in Sunflower as of 9/30/03. ■ Status report of all of NOAA’s spacecraft/satellites from NOAA engineers as of 9/30/03 ■ For Satellites capitalized in FY 03, report of property constructed and handover letter from NASA for items not available at interim. 	10/6/03	10/6/03	Maggie Eckard	NOAA
<i>Financial Management/ Resources Management/ Procurement</i>					

	Documents to be provided	Date Requested	Date Received	Contact Person	Bureau(s)
27.	<i>Statement of Transactions</i> (SF 224) for NOAA's agency location code (ALC) for March, June, and September 2003.	March and June: 7/8/03 Sept: 10/7/03	7/8/03 10/9/03	Nancy Eadie	NOAA /BIS
28.	Appropriation fund code listing <u>if items have changed from FY 2002.</u>	7/7/03	6/25/03	Danny O'Berry	NOAA /BIS
29.	June 2003 trial balance (fiscal year cumulative) in hard copy.	7/10/03	7/7/03	Ted Wolfgang	NOAA /BIS
30.	A CAMS system query that will detail the "life of the document" for all sample items (TBD) through June 30, 2003. This request will be used to inspect the deobligation or removal of related payable or obligation for document types requiring initial obligation in CAMS.	7/7/03	7/24/03	Karen Green	NOAA
31.	Financial Document Distribution Listing (if different from the FY 2002 listing).	7/7/03	7/17/03	Chuck Kilgore	NOAA
32.	Data file containing all cash disbursements by object class code via CD-Rom for October 1, 2002 through June 30, 2003.	7/7/03	7/8/03	Ted Wolfgang	NOAA
33.	Access to the Cumulative Active Document Status Report as of June 30, 2003 (or CAMS equivalent).	7/7/03	Access	Nancy Eadie	NOAA
34.	SF-133s for the sampled (TBD) appropriation codes and supporting documentation for March, June, and September 2003.	7/28/03 10/27/03	7/28/03 Draft 10/29/03	Danny O'Berry / various acctnts/ Nancy Gates	NOAA, BIS
35.	Data file and listing containing all cash receipts from October 1, 2002 through June 30, 2003 via CD-Rom.	7/7/03	7/8/03	Ted Wolfgang	NOAA, BIS
36.	Obtain a detailed electronic file for unfilled customer orders without advance (acct #4221) and unfilled customer orders with advance (acct #4222) issued between October 1, 2002 and June 30, 2003, and then from July 1, 2003 through September 30, 2003. (acct #4221 transactions will need to be pulled from acct #4800)	7/7/03 10/16/03	7/7/03 10/07/03	Ted Wolfgang	NOAA, BIS
37.	Access to reimbursable receivable files and related supporting documentation for FY 03 reimbursable receivables selected for testwork.	7/7/03	Access	Mark St. Clair	NOAA, BIS

	Documents to be provided	Date Requested	Date Received	Contact Person	Bureau(s)
38.	Electronic data files from CAMS along with reconciliation of data files to the general ledger: <ul style="list-style-type: none"> ■ Listing of cash disbursements by object class code from July 1, 2003 through September 30, 2003. ■ Listing of cash receipts from July 1, 2003 through September 30, 2003. ■ Detail listing of accounts receivable as of August 31 and September 30, 2003, with a roll forward from August 31 to September 30, 2003 ■ Detail listing of undelivered orders as of September 30, 2003 ■ Detail listing of accounts payable as of August 31 and September 30, 2003, with a roll forward from August 31 to September 30, 2003 (the consolidated audit team will provide an example) ■ Detail listing of October 2003 and November 1 – 15 cash receipts by SGL account on a weekly basis. ■ Detail listing of October 2003 cash disbursements by object class code on a weekly basis (include the CAMS trial balance as of 9/30/03)	Aug: 9/8/03 Sept: 10/10/03 Oct: 11/6/03 Nov: ASAP	9/02/03 10/07/03	Ted Wolfgang	NOAA, BIS
39.	SF 2108 Year-end closing statement for fiscal year ended 9/30/03.	10/27/03	Draft 10/29/03	Danny O'Berry/ Nancy Gates	NOAA, BIS
40.	Receipt Account Trial Balance (TFS 6655) for fiscal year ended 9/30/03.	10/17/03	10/14/03	Danny O'Berry	NOAA, BIS
41.	2003 Reconciliations of the General Ledger Cash Accounts to SF 224 should be available for our review for months of March, June, and September 2003. 2003 Cumulative Cash Reconciliations should be available for our review upon request.	March: 7/7/03 June: 7/31/03 Sept: 10/31/03	7/24/03 7/28/03 10/31/03	Nancy Eadie	NOAA, BIS
42.	Listing of receipts considered undeposited receipts as of fiscal year ended 9/30/03.	10/6/03	10/8/03	Nancy Eadie	NOAA, BIS
43.	Weekly Aging Report of Schedule Difference by location as of March 30, June 30, and Sept 30, 2002. (CAMS equivalent should detail schedule differences between SF224 and Treasury) Will also need cash receipt activity detail listing by week after fiscal year end up to 11/15/03.	March: 7/7/03 June: 7/31/03 Sept: 10/31/03	7/10/03 7/10/03 10/16/03	Nancy Eadie	NOAA, BIS

	Documents to be provided	Date Requested	Date Received	Contact Person	Bureau(s)
44.	Access to the detail listing of the foreign currency receipts and disbursements for the entire fiscal year ended 9/30/03 (if applicable).	10/6/03	ACCESS	Nancy Eadie	NOAA, BIS
45.	<i>Statement of Difference</i> (TFS 6652) for March, June, and September 2003, along with reconciliation of the general ledger amounts to report amounts. The supporting documentation for reconciling items shown on the SF 224 reports should be available for our review upon request.	March and June: 7/16/03 Sept: 10/16/03	7/15/03 10/15/03	Nancy Eadie	NOAA, BIS
46.	Undisbursed Appropriation Account Trial Balance (TFS 6654) and Receipt Account Trial Balance (TFS 6655) for fiscal year ended September 30, 2003.	10/20/03	10/16/03	Nancy Eadie	NOAA, BIS
47.	Public Law documents for FY 2003 subsequent to interim (i.e. rescissions or other changes to the appropriation) for BIS, NOAA ORF, and NOAA PAC appropriations.	9/29/03	10/07/03	Lan Bui/ Zoreida Vazquez	NOAA, BIS
48.	Walkthrough the CAMS system screen prints to document adherence to FY 03 budget. (i.e., in place of access to Financial Operating Plans (FOPs)) .	9/29/03	9/29/03 KPMG will contact Stephen	Stephen Smith	NOAA
49.	September 30, 2003 SF-132s for appropriation codes selected for testwork (TBD)	10/6/03	10/20/03	Lan Bui/ Zoreida Vazquez	NOAA, BIS
50.	Funds Control Document as of September 30, 2003.	10/6/03	Need to contact Stephen Smith	Lan Bui	NOAA
51.	Aging analysis for accounts receivable and accounts payable that indicates amounts outstanding 30, 60, 90, and over 90 days, as of August 31 and September 30, 2003 and 2002. Aging analysis for undelivered orders that indicate amounts outstanding 30, 60, 90, and over 90 days as of September 30, 2003. Also, method of calculation supporting the "Allowance for Doubtful Accounts" by fund.	7/11/03 10/17/03	7/11/03 only AR 8/25/03 AP and UDO 9/12/03 for August 31	Mark St. Clair Karen Green Daniel O'Berry	NOAA, BIS
52.	Treasury Report on Receivables and the related certification. CERTIFICATION RECEIVED 12/15.	11/15/03		Mark St. Clair	NOAA, BIS
53.	Detail listing of Civil Monetary Penalties accounts receivable balance from CAMS as of September 30, 2003, including aging analysis and support for "Allowance for Uncollectible Account Receivable" as of September 30, 2003.	10/17/03	10/14/03	Mark St. Clair and Michele Kuruc	NOAA, BIS

	Documents to be provided	Date Requested	Date Received	Contact Person	Bureau(s)
54.	Documentation of any new procedures with regard to Civil Monetary Penalties implemented after 9/30/02.	7/11/03	7/10/03	Mark St. Clair and Michele Kuruc	NOAA, BIS
55.	A list of cases sent to the Dept. of Justice for civil penalty action, consultation for civil collection action, or civil forfeiture action as of 9/30/03.	10/14/03	10/14/03	Michele Kuruc/ Zoreida Vazquez	NOAA, BIS
56.	Balance of seized and forfeited property at June 30, and a roll forward from June 30 to September 30, 2003, and access to supporting documentation for such activity.	7/7/03 10/14/03	7/9/03 10/14/03	Michele Kuruc / Zoreida Vazquez	NOAA, BIS
57.	Detail listing of CMP cases assessed or settled in October 2003.	11/5/03	11/4/03	Mark St. Clair	NOAA, BIS
58.	EMIS report of only legally enforceable cases as of 9/30/03.	10/17/03	10/14/03	Mark St. Clair and Michele Kuruc	NOAA, BIS
59.	FY 2003 payment performance data submitted to DOC, as required by OMB Circular A-125 and the <i>Prompt Payment Act</i> .	10/30/03	10/10/03	Chuck Kilgore	NOAA
60.	Listing of contingent liabilities (e.g. guarantees or endorsements, incurred but unreported claims, irregularities involving management or employees, unfunded, pension costs, cases transferred to the Department of Justice etc.) as of September 30, 2003.	10/9/03	10/15/03	Nancy Gates	NOAA
61.	Detail listing of all contracts identified as having contract retainage provisions as of 6/30/03 and 9/30/03.	7/7/03 10/6/03	7/9/03 10/6/03	Dick Bennett	NOAA
62.	For contracts: detail listing of contract retainages with total accrued cost that have been withheld as of 6/30/03 and 9/30/03.	7/7/03 10/6/03	7/16/03 10/6/03	Maria Eisel	NOAA
63.	Detail list of all other liabilities as of 9/30/03.	10/16/03	10/16/03	Nancy Gates	NOAA
<i>Grants Management</i>					
64.	A detail list of all FY 2003 grants obligated as of June 30 and September 30, 2003.	7/7/03 10/7/03	7/7/03 10/07/03	Ted Wolfgang	NOAA

	Documents to be provided	Date Requested	Date Received	Contact Person	Bureau(s)
65.	A detail list of grant awards expired as of June 30 and September 30, 2003—including expiration date, start date (if possible), award number, grant recipient name, and federal dollar amount. This list should be in ascending order by expiration date, group award numbers by line office, and show total number and amount of awards. The listing at September 30 should be rolled forward from the June 30 listing.	7/7/03 10/1/03	7/17/03 10/01/03	Patricia Rauch	NOAA
66.	A detail listing of grants awarded that were closed in FY 03, as of June 30, 2003. Also a roll forward of this listing from June 30 to September 30, 2003.	7/7/03 10/1/03	7/17/03 10/1/03	Patricia Rauch	NOAA
67.	A list of names that are authorized in signing CD-435's for grants.	9/29/03	9/23/03	Patricia Rauch	NOAA
68.	Calculation supporting Accrued grant (Negative Cash on Hand) using undelivered orders, including system queries supporting undelivered orders amounts.	7/7/03 (or as soon as possible since this is an estimate based on prior years)	7/16/03	Patricia Rauch	NOAA
69.	Estimate of Grant Advances (Positive Cash on Hand) at 9/30/03 using query reports from ASAP detailing the balances reported by grantees on latest submission.	7/7/03 (or as soon as possible since this is an estimate based on prior years)	7/16/03	Patricia Rauch	NOAA
70.	A detail list of dates when FADS/ASAP was down for the year, if applicable.	9/29/03	10/7/03	Lillian Barnes	NOAA
71.	A list of legal counsel attorneys who are authorized to provide legal clearance of NOAA awards.	9/29/03	9/25/03	Patricia Rauch	NOAA
72.	Detail listings at September 30, 2003, (via hard copy) of: a. Advances (other than grants) b. Travel advances	10/10/03	10/16/03	Nancy Eadie	NOAA
73.	Detail listing of prepayments as of September 30, 2003.	10/9/03	10/13/03	Nancy Gates	NOAA
74.	A detail list of all grantees subject to A-133 compliance.	9/29/03	9/30/03	Patricia Rauch	NOAA

	Documents to be provided	Date Requested	Date Received	Contact Person	Bureau(s)
<i>Credit Risk Management</i>					
75.	Detail listing of direct loans (from the subsidiary ledger) for the following loan programs, as of August 31, 2003: <ul style="list-style-type: none"> Coastal Zone Management Fund (Fund P) Fishing Vessel Obligation Guarantee (FVOG) liquidating account (Fund N) Fisheries Financing Account (Fund E) 	9/8/03	9/10/03	Mark St. Clair	NOAA
76.	Detail listing of new promissory notes as of June 30 and September 30, 2003 (resulting from sale of foreclosed property.)	7/7/03 10/17/03	7/7/03 10/20/03	Mark St. Clair	NOAA
77.	Detail listing of all newly issued FY 2003 loan and note agreement balances as of June 30 and September 30, 2003. Note: the listing at September 30, 2003 should exclude those on the June 30 listing).	7/7/03 10/17/03	7/7/03 10/20/03	Mark St. Clair	NOAA
78.	Detail listing of all FY 2003 loan guarantee defaults at June 30 and September 30, 2003.	7/7/03 10/17/03	7/7/03 10/20/03	Mark St. Clair	NOAA
79.	Detail listing of all notes receivable as of August 31, 2003.	9/8/03	9/10/03	Mark St. Clair	NOAA
80.	Descriptive documentation for new loan programs in FY 2003, if applicable.	7/7/03	7/16/03	Shawn Barry	NOAA
81.	Roll forward from August 31 to September 30, 2003 of the balance of direct loans for the following loan programs: <ul style="list-style-type: none"> Coastal Zone Management Fund (Fund P) Fishing Vessel Obligation Guarantee (FVOG) liquidating account (Fund N) Fisheries Financing Account (Fund E) 	10/17/03	10/20/03	Mark St. Clair	NOAA
82.	Detail listing of all pre-1992 and post-1991 outstanding loan guarantees closed as of September 30, 2003.	10/17/03	10/20/03	Mark St. Clair	NOAA
83.	Copy of the CZM program "Periodic Loan Review with Legal Counsel"	10/6/03	10/9/03	Barbara MacNeill	NOAA
84.	Schedule of Collectibility Assessments for pre-1992 and post-1991 direct loans and loan guarantees.	10/6/03	9/29/03	Shawn Barry	NOAA

	Documents to be provided	Date Requested	Date Received	Contact Person	Bureau(s)
85.	Changes to the calculations supporting the “Allowance for Doubtful Loans” for Coastal Zone Management Fund (Fund P) and Summary of Loans Loss Provisions from those in prior year obtained as of September 30, 2003.	10/17/03	10/10/03	Barbara MacNeill	NOAA
86.	Fishing Vessel Obligation Guarantee (FVOG) liquidating account (FUND N) - N Fund Collectibility Estimates as of September 30, 2003.	10/6/03 (can we obtain earlier?)	9/29/03	Dave Moyer	NOAA
87.	Changes to the calculations supporting the “Allowance for Doubtful Loans” for Fisheries Financing Account (Fund E)-if applicable.	10/6/03 (can we obtain earlier?)	N/A 10/02/03	Dave Moyer	NOAA
88.	Appraisal of Port Arthur properties as of fiscal year ended 9/30/03.	10/6/03	10/6/03	Barbara MacNeill	NOAA
89.	The OGFIS 180 day report (that shows the interest receivable up to 180 days).	10/17/03	10/29/03	Mark St. Clair	NOAA
90.	A summary report for Federal Ship Financing Fund contingent liability as of 9/30/03	10/17/03	10/16/03	Mark St. Clair	NOAA
91.	List of Zuanich loan disbursement as of 9/30/03	10/17/03	9/29/03	Dave Moyer and Mark St. Clair	NOAA
92.	Schedule that details the average contingent liabilities for loan losses in the liquidating account since 1981, the annual defaults (demand paid), annual collections (from collateral).	9/25/03 (can we obtain earlier – or test in June?)	9/29/03	Dave Moyer	NOAA
93.	List of Fisheries Finance Program – Cash Inflows and Outflows calculated through September 30, 2003.	9/25/03	9/23/03	Dave Moyer	NOAA
94.	Subsidy re-estimates for each cohort calculated by NMFS as of September 30, 2003.	10/1/03	10/6/03	Danny O’Berry	NOAA
95.	Credit reform interest rates.	10/06/03	10/6/03	Danny O’Berry	NOAA
96.	Copy of IPAC printout for Treasury interest income and expense for FY 2003	10/06/03	10/6/03	Danny O’Berry	NOAA
97.	Guaranteed loan program interest income and expense computations by cohort as of September 30, 2003	10/06/03	10/6/03	Danny O’Berry	NOAA

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98.	Summary of FY 03 subsidy re-estimate adjustments as of September 30, 2003	10/06/03	10/6/03	Danny O'Berry	NOAA
99.	Listing of Fisheries Financing Program loans approved and closed in FY 03 as of September 30, 2003.	10/6/03	9/29/03	Dave Moyer	NOAA
100.	A detail listing of foreclosed properties related to liquidating account and FVOG (if applicable) as of 9/30/03.	10/6/03	9/29/03	Dave Moyer	NOAA
101.	Roll forward of the notes receivable balance in detail from August 31 to September 30, 2003.	10/17/03	10/20/03	Mark St. Clair	NOAA
102.	Calculation of realized gain on the sale of collateral for fiscal year ended 9/30/03.	10/9/03	10/8/03 10/14/03	Nancy Gates and Danny O'Berry	NOAA
<i>Facilities Management - Inventory</i>					
103.	Listing of all inventories (including dates and location(s), plus the name of a contact person and phone number of each contact person). The observations should take place on 6/30/03 and the balance should be rolled-forward to the 9/30/03 balance. Note: Michael Loritz, KPMG, should have contacted NLSC and NRC.	As soon as possible	6/19/03	Nancy Gates	NOAA
104.	Annual inventory valuation schedule including a reconciliation from the detail listing obtained from the field as of June 30 and September 30, 2003, to the balances reported in the statements for: a) NLSC operating materials and supplies b) NRC operating materials and supplies	7/11/03 10/9/03	7/11/03-NRC 7/17/03-NLSC 10/03/03-NRC 10/08/03 NLSC	Nancy Gates	NOAA
<i>Facilities Management - Capital leases</i>					
105.	Capital lease financial data worksheet.	10/6/03	10/7/03	Gina Ziegenbein	NOAA
106.	A report of future minimum lease payments for capital leases.	10/6/03	10/7/03	Gina Ziegenbein	NOAA
107.	Detail listing of leases where NOAA is the lessor.	10/10/03	10/08/03	Nancy Gates	NOAA
108.	Any spreadsheets for GSA rent projections for real property leases, and supporting documentation for baseline rent and escalation factor.	10/6/03	10/7/03	Gina Ziegenbien	NOAA
109.	Detail listing of real and personal property capital leases as of June 30, 2003, (June 15 for personal property) and supporting documentation for all FY	7/7/03	7/16/03	Gina Ziegenbien / Carolyn	NOAA

	Documents to be provided	Date Requested	Date Received	Contact Person	Bureau(s)
	2003 leases selected for detail testwork (TBD) and explanations for all changes to leases audited in prior years.			DeMatteo	
110.	Detail listing at September 30, 2003, of personal and real property operating, capital, and GSA leases, including type of property, terms, support for lease classification, future minimum lease payments schedule for fiscal year 2003 through fiscal year 2007, and the sum of the future minimum payments for fiscal year 2008 and thereafter, and access to lease agreements (Note 1: for all leases > \$200k & > 1 yr.	10/6/03	10/7/03	Gina Ziegenbien / Carolyn DeMatteo	NOAA
111.	Detail listing of additions, retirements, and ending balances to real and personal leases for fiscal year 2003	10/6/03	10/7/03	Gina ZiegenBien / Carolyn DeMatteo	NOAA
<i>Human Resources</i>					
112.	Reconciliation of CAMS payroll expenses to include: <ul style="list-style-type: none"> ■ CAMS query of actual and estimated payroll expenses as of September 30, 2003. ■ NFC labor costing detail (Time and Expense Summary Report) from October 1, 2002 through September 30, 2003. 	10/10/03	10/10/03	Barbara Straight	NOAA, BIS
113.	Health benefits actuarial report as of 9/30/03 from Hay Huggins Company, Inc for the NOAA Corps.	10/10/03	10/7/03	Nancy Gates	NOAA
114.	Year-end payroll accrual computation.	10/10/03	10/10/03	Nancy Eadie	NOAA, BIS
115.	Detail listing of pension liabilities and related pension expenses by organization code (line office) and object classification code as of June 30 and September 30, 2003 and 2002. (June 30, 2002 data unavailable).	10/9/03		Ted Wolfgang	NOAA
116.	NOAA Corps Pension Actuarial Report as of 9/30/03 and NOAA Corps FY 03 Pension Data File (details the social security number, birth date, hire date, sex, and monthly salary/benefit amount for each active duty personnel, retired annuitant, disabled annuitant, & surviving family), both from Hay Huggins Company, Inc.	10/10/03	10/06/03	Nancy Gates	NOAA
117.	Listing of NOAA Corps employees via the Roster of Commissioned Officers as of June 30 and September 30, 2003.	7/7/03 10/6/03	7/1/03 10/9/03	Noreen Kesecker	NOAA

	Documents to be provided	Date Requested	Date Received	Contact Person	Bureau(s)
118.	Object Class Year-end Summary Report (Object class 1230-1237) for Employer Contributions to Retirement	10/10/03	10/10/03	Nancy Eadie	NOAA
119.	NFC Focus Report used to support accrued annual leave as of September 30, 2003.	10/16/03	10/6/03	Noreen Kesecker	NOAA, BIS
<i>Environmental Management</i>					
120.	List of all environmental projects at June 30 and September 30, 2003.	7/7/03 10/6/03	7/16/03 10/8/03	Bernie Denno	NOAA
121.	List of all environmental liabilities as of June 30 and September 30, 2003.	7/7/03 10/6/03	7/16/03 10/7/03	Bernie Denno	NOAA
122.	"Environmental Liability – Estimated Environmental Costs for Fiscal Year 2003" information packet.	10/6/03		Bernie Denno	NOAA
123.	For environmental group: organization charts for fiscal year 2003.	10/6/03	09/17/03	Bernie Denno	NOAA
124.	Fiscal year 2003 Environmental Compliance Status Reports for all four quarters in Fiscal Year 2003.	10/6/03	9/23/03	Bernie Denno	NOAA
125.	Listing of all fiscal year 2003 assessments performed by NECSAS.	10/6/03	09/23/03	Bernie Denno	NOAA
126.	Updated resumes for Bernie Denno, and other specialists computing cost estimates for environmental liabilities.	10/6/03	09/17/03	Bernie Denno	NOAA
127.	For environmental liabilities - either a copy of or access to the ECS Council Meetings and Decisions 'draft to final' minutes for fiscal year 2003.	10/6/03, or earlier	09/17/03	Bernie Denno	NOAA
<i>Miscellaneous</i>					
128.	Electronic expanded trial balances (ETB) that will be used to upload Hyperion.	10/16/03	10/16/03	Nancy Gates	NOAA, BIS
129.	Detail listing of prior period adjustments as of September 30, 2003, if applicable.	10/14/03	10/15/03	Nancy Gates	NOAA, BIS
130.	Listing of all long-term commitments in effect at September 30, 2003 (e.g. satellites, NWS, leases, constructions or other projects, purchase contracts, etc.)	10/10/03	10/9/03	Nancy Gates	NOAA
131.	Listing of all events occurring after September 30, 2003 that could have a significant effect on the 2003 financial statement (e.g. extraordinary event, sale or acquisitions of fixed assets, settlement of material claims, etc.).	11/10/03		Lois Coleman	NOAA, BIS

	Documents to be provided	Date Requested	Date Received	Contact Person	Bureau(s)
	Note: Also, we will request this information for “as of the end of fieldwork” (November 15, 2003) from DOC OFM. DOC OFM will probably ask for an update from NOAA and BIS.				
132.	Listing of all petty cash and imprest funds as of September 30, 2003 including amount and location, plus the name and phone number of custodian. The information at the ASCs should be provided to HQ.	10/6/03	10/8/03	Chuck Kilgore	NOAA
133.	Listing of all cash on deposit with financial institutions, if any as of September 30, 2003, by institution, including the type of each account, corresponding account numbers and the names of individuals having signatory authority for each account.	10/9/03	10/8/03	Nancy Gates	NOAA

